# Inspire, Hire, Train, Retain (IHTR) Key Takeaways

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| Hire |  |
| Recruitment | Focus on bona fide occupational requirements  Post in spaces where job seekers will find it  Use a rubric to evaluate applications |
| Interviews | Use a rubric and multi-person panel  Keep conversation to ability to perform the job  Consider your unconscious biases |
| Candidate selection | Focus on abilities, skills, and not “fit” or “feeling” |
| Train |  |
| Onboarding | Make it universally inclusive  Organize policies and procedures  Include mentorship |
| Accommodation | Create equal opportunities, access, and benefits  Includes more than physical space accommodations  Can be requested at any time |
| Consults & Coaching | Available in the community  Expertise to help the employee and the team |
| Retain |  |
| Performance Management | Communicate performance goals clearly and regularly  Be flexible and open to suggestions in your leadership style  Differentiate between performance-related issues and disability-related needs |
| Career Development | Includes employees’ skills, experiences, needs, and goals  Be aware and supportive of new opportunities related to employees’ interests  Tailor a training strategy |
| Strategy | Include with your IDEAA strategy  Consider sociodemographic data  Set up supportive structures (mentoring, ERG) |

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For information and resources, visit: <https://hollandbloorview.ca/IHTR>

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